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**To kiss or not to kiss...
that is the question!**

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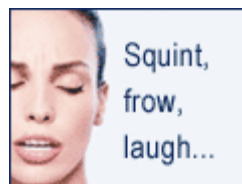
Yeah, yeah we've heard it a million times; the handshake is the only acceptable business greeting in North American business. So why does it seem there's more "air kissing" and hugging and patting than ever when we meet co-workers and clients these days? Maybe it's because we've gotten into the habit of being overly casual and very familiar with each other in our conversations. Whether in person or over the telephone, even in emails, we tend to be very quick to give out personal details.

T M I - "Too Much Information" in many cases. It's like we're all living in a reality television show and full disclosure is the order of the day. It's no wonder that when we get together for business or personal reasons a handshake somehow seems too formal. Given that we already know each others deep dark secrets it seems appropriate to cross the personal space boundaries that used to be unspoken in the business arena.

The good news is that with casual business attire and the corresponding casual attitude on their way out, the handshake and the hint of formality that goes along with it is back in. Accordingly, Canada's etiquette ladies suggest a few tips for proper handshakes:

- Always rise from your seat or come out from behind your desk when you are approached by someone. Remember as well that when someone says, "don't get up", they





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Is it okay to flirt in the office?

- Yes
- No
- It depends on who it's with

SUBMIT

The results so far

She Says

Is it okay to flirt in the office?

- Yes
- No
- It depends on who it's with

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The results so far

really mean, "please do show me the respect of getting up."

- Men and women of any age and every rank should shake hands with each other in exactly the same way. It doesn't matter who initiates handshaking. The important thing is to do it.



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To kiss or not to kiss...

- Don't shy away from handshaking just because your palms are sweaty. Avoiding shaking sends the wrong impression and people are generally very understanding about a clammy hand as most everyone feels nervous now and then.

- Always make eye contact with the person you are making contact with and don't forget to smile.

- A good handshake should be firm but not bone crushing. Fingers should be together with thumb up and open. Palms should be clean and dry.

- Both women and men should not present or accept the "damsel in distress" or fingers only handshake. In business this limp handshake sends a message of weakness or inferiority.

- A proper handshake lasts about 3 seconds. You should "pump" once or twice from the elbow. The hand is released after the shake, even if the introduction continues and you should maintain good eye contact with the other person throughout.

- Try to resist clasping your free hand over your hand and someone else's when shaking or grasping someone's elbow or shoulder. Regardless of your motives for doing so, such gestures can send the wrong impression.

- You should extend your hand to others when meeting someone for the first time, meeting someone you haven't seen for a while, when greeting your host, when greeting guests, saying good-bye to people at a gathering or when someone else extends a hand.

- When at mixing events, avoid giving a cold, wet handshake by keeping your drink in the left hand if you are right handed.


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